

Professional and Managerial Branch
Cultural Group
Parks Management Group

ASSISTANT DIRECTOR OF PARKS AND RECREATION

04/05 (AIS)

General Purpose

Under general direction, administer and direct specialized operational functions and programs for a multi-disciplinary municipal parks and recreation system and provide executive level assistance in department policy, procedures and quality control. Act as the principal executive in charge when the Director is unavailable.

Typical Duties

Oversee assigned department services and activities including land management and park operations division and program. Involves: Direct and establish programs and procedures to improve and monitor effectiveness and cost efficiency of park maintenance and turf and land management operations. Manage and monitor the public recreation and community sports program. Assist with the recreation and leisure services operation, citywide athletics, special programs and events. Direct research and park studies related to internal management or operational objectives. Analyze organization and community needs, evaluate trends, review statistics and opportunities and make recommendations. Review and evaluate detailed blue prints for a broad range of park projects. Lead various interdepartmental project groups, special projects, and task forces. Represent the department at public meetings and staff conferences. Manage and monitor a variety of operations to ensure success and implementation of City and department objectives. Coordinate department activities with other departments, agencies and organizations. Resolve complaints.

Assist in the planning, developing and monitoring of management controls for administration and fiscal processes. Involves: Establish procedures for performance of administrative functions and budget administration. Review diverse divisional programs to set and adjust priorities and policies. Participate in the department's long-range planning and capital improvements plan. Monitor and apply fiscal controls to receipt and expenditure of funds and estimate funds needed for use of personnel, facilities, equipment, materials and supplies.

Supervise assigned supervisory and non-supervisory executive, professional, managerial, and general services personnel. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads of divisions, make or approve project assignments, issue written and oral instructions, arrange for or conduct division level orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform related professional, managerial and incidental duties as required. Involves: Substitute for subordinates, as qualified, to sustain continuity of normal operations. Provide technical support to other personnel and City departments. Attend City Council meetings as required. Prepare and make presentations. Stay abreast of new trends and innovations.

Other Job Characteristics

- Occasional driving through City Traffic.
- Occasional moving over uneven terrain and exposure to adverse weather.

Knowledge, Abilities and Skills

- Comprehensive knowledge of the principles and practices of municipal recreation and parks administration.
- Comprehensive knowledge of municipal park operations and land management in arid desert environment.
- Considerable knowledge of complex soils and advanced irrigation systems.
- Considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Considerable knowledge of management and supervisory principles and techniques and applicable federal, state and local labor and safety rules and regulations.

- Ability to communicate clearly and concisely, orally and in writing to prepare and present reports.
- Ability to establish and maintain harmonious and effective working relationships with other staff members, City officials and department personnel, agency representatives and the public.
- Skill in the safe operation and care of a motor vehicle, personal computer, office equipment, and generic business productivity and specialized industry software.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Recreation and Park Management Administration, Landscape Architecture, Agronomy, or related field, preferably supplemented by a Master's degree in a related area; plus eight (8) years of progressively responsible professional experience in the direction or management of municipal parks and facility management, horticulture agronomy or athletic field management; including three (3) years of experience in building construction, irrigation systems, or playground design and safety.

Licenses and Certifications: Valid Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Be available to work other than standard work day or work week.

Human Resources Director

Department Head

OFFICIAL